

24 Pottergate, Norwich, NR2 1DX
(t): 01603 626123 (f): 01603 630411
(e): enquiry@matthewproject.org
24 hour helpline: 01603 764754



7 March 2008

Dear Member

**EXTRAORDINARY GENERAL MEETING TO APPROVE THE INCORPORATION OF
THE MATTHEW PROJECT**

At the Annual General Meeting on 29 October 2007, it was mentioned that the Trustees had decided that it was important for the future of The Matthew Project that changes should be made to the legal structure by transferring operations to a company limited by guarantee. This a legal structure commonly adopted by charities of similar size and it will have two main advantages:

- 1 It will give The Matthew Project a legal existence separate from the Trustees and this will simplify the negotiations of contracts, leases etc;
- 2 It will give the Trustees an increased measure of financial and legal protection, which should make it easier to recruit new Trustees in the future.

A company limited by guarantee with the name "The Matthew Project" has been established and registered as a charity with the Charity Commission. The members and directors of the company are the existing Trustees. We would like to transfer operations to the new company at the start of the new financial year, 1 April 2008.

I would stress that as far as our clients, staff and other stakeholders are concerned, it will be business as usual after the transfer – there should be no external implications of the change.

The transfer of operations to the Company and dissolving of the old Charity needs to be approved by the members at an extraordinary general meeting. Formal notice of this meeting, to be held on 31 March 2008 is attached to this letter.

The Trustees hope that you will be able you to attend the meeting and join them in voting in favour of this important resolution.

Yours faithfully

Stephen Lock
Chair of Trustees



INVESTOR IN PEOPLE

THE MATTHEW PROJECT

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given of an Extraordinary General Meeting of The Matthew Project to be held at The Function Room, St Luke's Church Centre, 61 Aylsham Road, Norwich, NR3 2HF on 31 March 2008 at 5.30 pm to transact the following business:

- 1 Apologies for absence;
- 2 To approve the following resolution:

“It is noted that the Trustees have set up a company limited by guarantee (registered in England – registered number 6388343) with the name ‘The Matthew Project’; that the Charity Commission have registered this as a charity (registered number 1122801) and have approved the transfer of the assets, liabilities and undertakings from the existing unincorporated charity ‘The Matthew Project’ (registered number 285256). The current Trustees are the only members of the new company.

It is resolved that the assets, liabilities and undertakings of The Matthew Project (registered number 285256) should be transferred to the new company called ‘The Matthew Project’ (registered number 1122801) with effect from 1 April 2008” and that permission should be sought from the Charity Commission for The Matthew Project (registered number 285256) to be dissolved in due course”

All Members of The Matthew Project are entitled to attend and vote.

Stephen Lock
Chair of Trustees

7 March 2008